Defense Contract Management Command

LOGISTICS
DEFENSE
AGENCY

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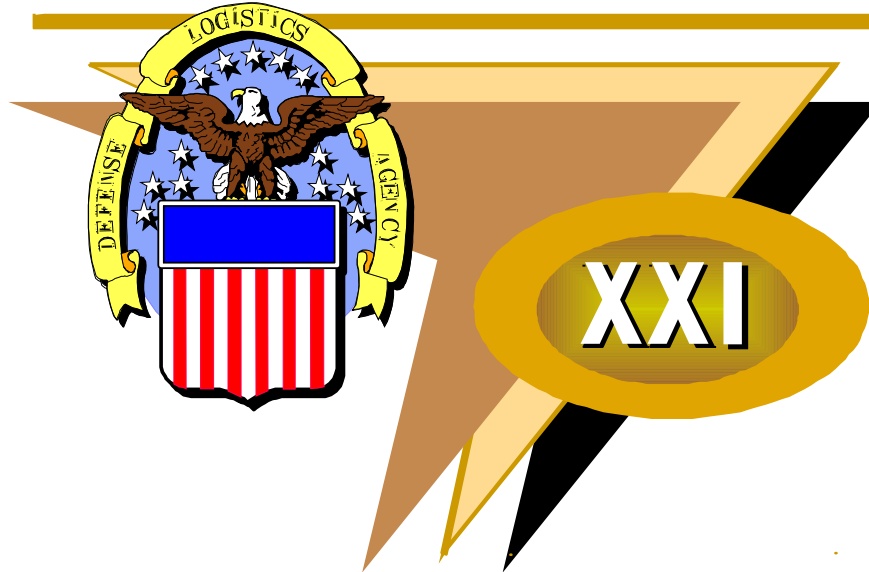
Group Leaders Conference
Workforce Update

February 29 - March 2, 2000

Areas of Discussion

1. **Executive Development Board (EDB)**

2. **Intern Program**

3. **Military Personnel**

4. **Individual Development Plans (IDPs)**

5. **Training Application (TA)**

6. **Defense Acquisition University (DAU) Quota**

7. **Tuition Assistance**

8. **Employee Training Metrics**

Executive Development Board (ED

Established November 1999

Membership

    DCMC Deputy Commander (Chairman)
    Executive Director, Business Operations
    Executive Director, Contract Management Operations
    Executive Director, Program Integration
    Chief Information Officer
    Special Programs Representative
    DCMDE, DCMDW, and DCMDI Deputy Commanders

    Workforce Team Chief (non-voting Executive Secretary)

Schedule

    Monthly meetings

Exec Development Board (cont'

EDB Primary Roles:

1. Guide Development Programs

- Review and choose DCMC sponsored opportunities
- Provide input on DLA programs to the Agency's Executive Board
- Select candidates for DCMC opportunities
- Endorse Command nominees for DLA programs
- Energize support for high priority initiatives like the Intern Program

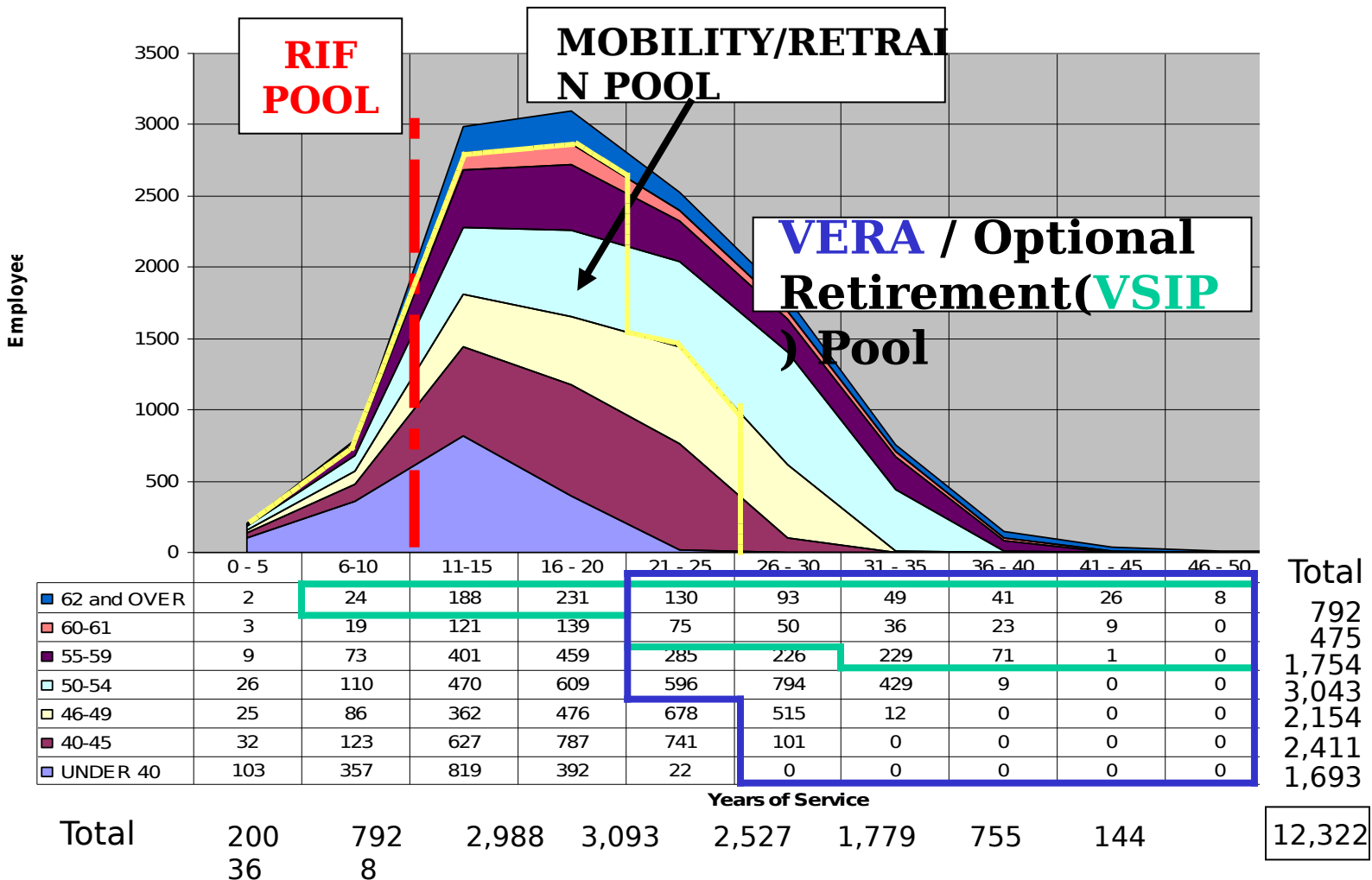### 2. Plan Developmental Assignments

- Evaluate senior management vacancies for potential match with the
   career needs of employees graduating from major DLA/DCMC programs

3. Manage Command High Grade Positions

- Formulate Command strategy for meeting high grade controls
- Evaluate requests for exceptions to the DLA high grade freeze
- Review and approve high grade selection decisions

DCMC Workforce Demographic

RIF POOL

MOBILITY/RETRAIN POOL

VERA / Optional Retirement(VSIP) Pool

Employee

	0 - 5	6-10	11-15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	Total
62 and OVER	2	24	188	231	130	93	49	41	26	8	792
60-61	3	19	121	139	75	50	36	23	9	0	475
55-59	9	73	401	459	285	226	229	71	1	0	1,754
50-54	26	110	470	609	596	794	429	9	0	0	3,043
46-49	25	86	362	476	678	515	12	0	0	0	2,154
40-45	32	123	627	787	741	101	0	0	0	0	2,411
UNDER 40	103	357	819	392	22	0	0	0	0	0	1,693
Total	20036	7928	2,988	3,093	2,527	1,779	755	144			12,322

Years of Service

New hires needed as the DCMC workforce becomes increasingly retirement

Intern Program

Current Program

    18 Interns

    Three year curriculum

    Managed by the Personnel Development Center (HQ)

    First participants graduate this Fall

New Expanded Program

    216 intern recruits by the close of FY00

    Full enrollment projected at app 600 members by FY02

    Thirty month curriculum

    Interns locally supervised at the CAO

    Program managed by the Personnel Development Center (HQ)

    Long term direction established by the

Intern Program (cont'd)

Recruitment

- District East and West lead
- Targeting upcoming college graduates, separating military personnel, industry talent, and other fed civilian employees
- Applications accepted from internal DCMC candidates
- Seeking District recruitment team members*

Program Development Team

- Mr. Willie Foreman (DCMC-BG) lead
- Team members drawn from all Districts
- Crafting program guidance for EDB approval
- Updating previous program curriculum
- Evaluating a journeyman program for FY01 standup

Interested GS-14/15 employees please contact DCMDE-HR or DCMDW-HR

Military Personnel

Taking better care of our colleagues in uniform

Focused on Training and Quality of Life (QOL)
- Active Duty and Reserves
- TRICARE
- Relocation
- Sponsorship

Reserve Initiatives

- Zero based review in process
- Building a requirements/skills database

DCMC Milpers Lead:

Major Steve Minnich, USAF
DCMC Workforce Team
(703) 767-2469

Individual Development Plans (IDP

Outline of classes or assignments needed to develop an employee
- Agreed upon by employee and supervisor
- Must be completed annually
- Can be updated at anytime
- Formal guidance soon to be in the One Book

Content must be attainable and realistic:
- Job related
- Within budget
- Prioritized
- Employee development is Management's respons

Training requirements in the IDP are tracked in the Training Application

Training Application (T/A

Tracking system for training requirements

Fulfills several roles:

  Recording training needs and completions
  Building the Command's request to HROC for DAU qu
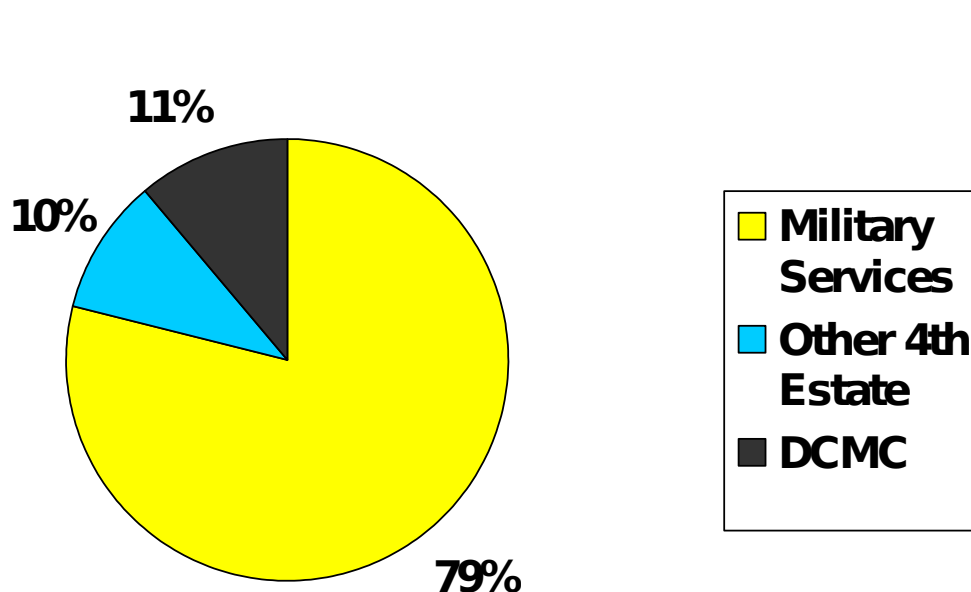 **Allocating class quotas**
  Monitoring cost of training events
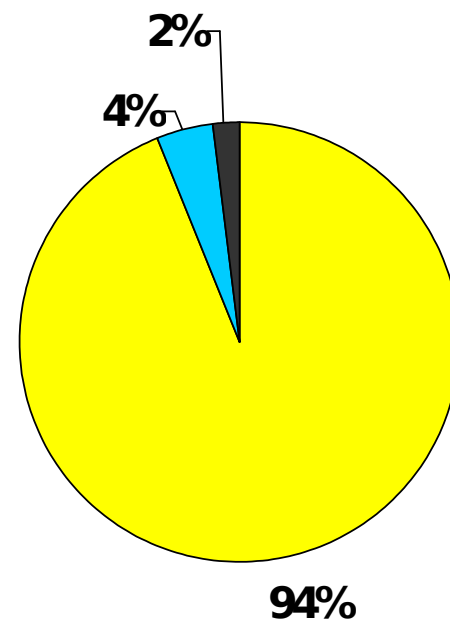 **Formulating the training budget**

Transition to the DoD Modern System tenta
  planned for late 2000

DoD Acq Workforce and DAU Quota

11%

10%

79%

2%

4%

94%

Legend:
- ☐ **Military Services**
- ☐ **Other 4th Estate**
- ■ **DCMC**

**DoD Acquisition Workforce
(91,733)**

**DAU Quotas "NonWeb Based"
(31,589)**

DCMC comprises 11% of the acquisition workforce but receives only 2% of DA

DAU Quotas

Business Plan Metric: Achieve a 95% utilization rate for all Defense Acquisition University (DAU) quotas received
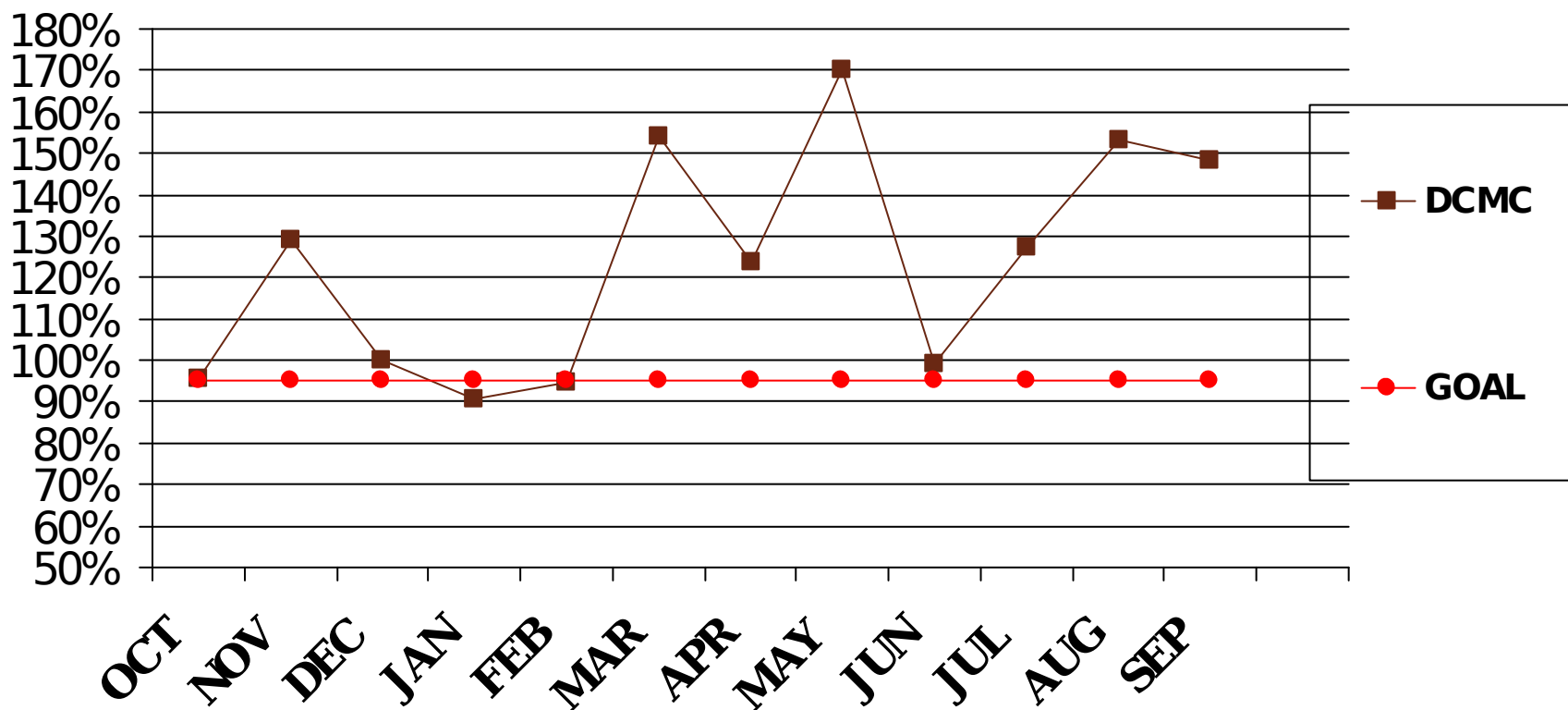
FY 99 Goal/Target: 95% Quota Usage

Actual FY99 Result: DCMC command-wide achieved 108% quota usage

DAU Quotas (cont'd)

FY99 Execution

Substantial improvement over our 88% avg in FY97 and 94% avg

DAU Quotas (cont'd)

FY00 Outlook:

- 191% first quarter Command wide execution

- Over 100% execution is achieved by Districts and CAOs

obtaining vacancies off the DAU 45 day list

- The 4th Estate Defense Acquisition Career Manager

(DACM) requests use of the 45 day list be restricted to

priority one fills

- The DACM committed to providing TDY funds for
continued DCMC overexecution this fiscal year

- The DACM will follow-up with DAU on DCMC's request for

additional baseline quotas in FY01

DAWIA Certification

Business Plan Metric: Increase the percentage of personnel that are DAWIA certified to level I (70%), level II (90%), and level III (98%). Maintain or exceed certification levels by position categories.

FY 99 Goal/Target: Level I (70%), Level II (90%), and Level III (98%)

FY 99 Actual Results: DCMC achieved Level I - 58.57%, Level II - 90.46%, Level III - 87.64%

Tuition Assistance

Outlined by Information Memorandum 0

- - Info memo on the DCMC Homepage
- - $188 maximum per credit hour
- - Must be job or mission related
- - Document on IDP
- - Submit requests 30 days prior to start date
- - Courses must be taken for academic credit
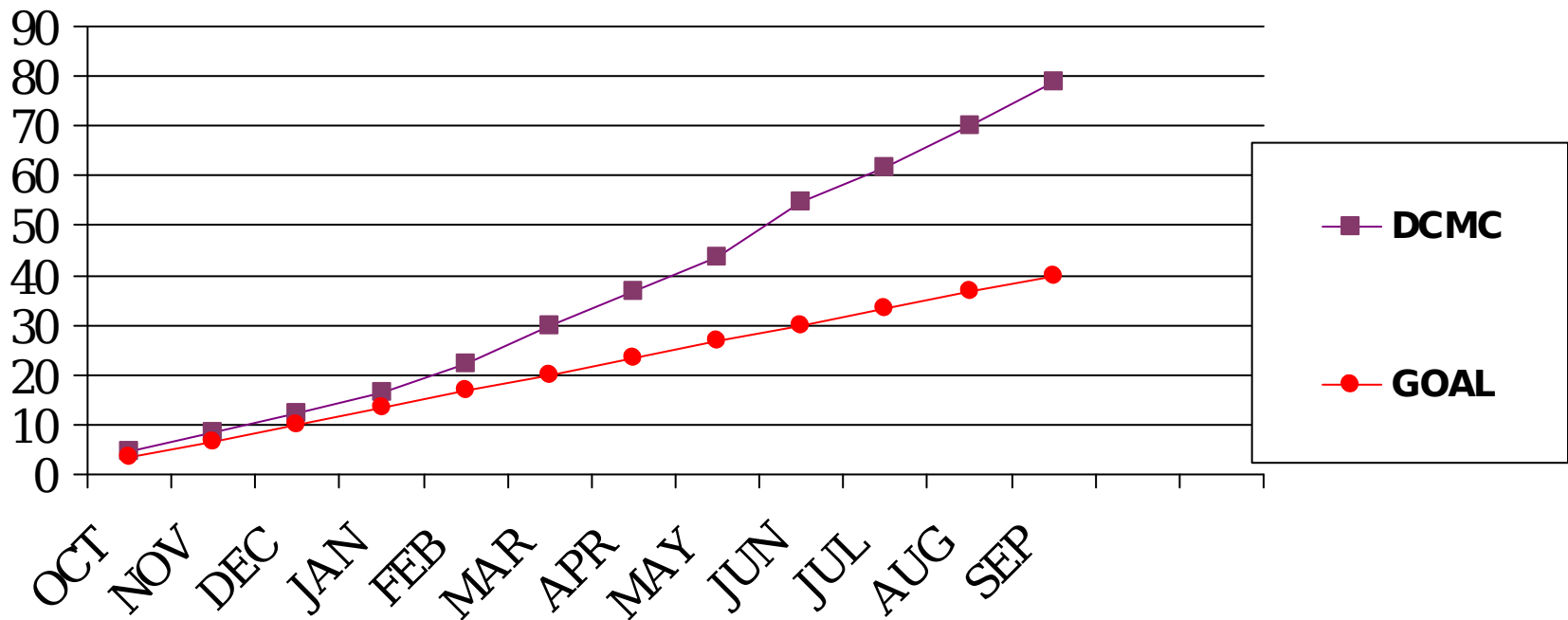- - Must obtain passing grade of "C" or higher

Spent $260K in FY99

Allocated $510K for FY00

Employee Training

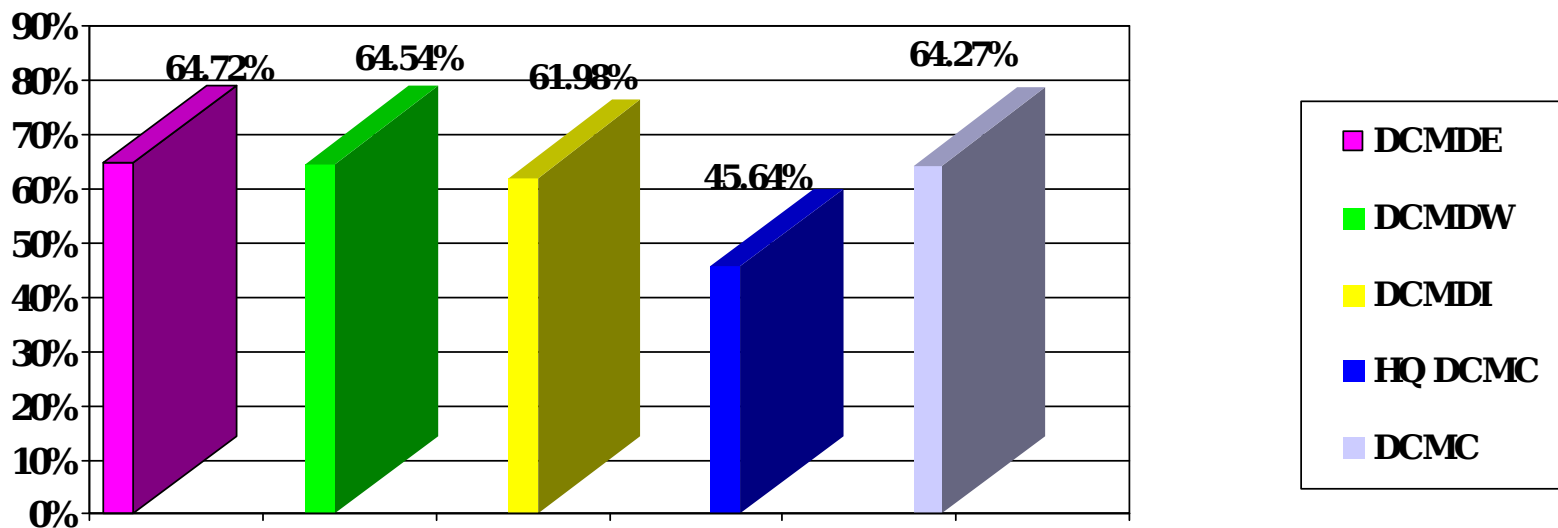## Average Training Hours per Employee (FY99)

The Command far exceeds an avg of 40 hrs training per em

Employee Training (cont'd)

Employees receiving over 40 hours training (FY9

Chart showing:
- DCMDE: 64.72%
- DCMDW: 64.54%
- DCMDI: 61.98%
- HQ DCMC: 45.64%
- DCMC: 64.27%

Legend:
- DCMDE
- DCMDW
- DCMDI
- HQ DCMC
- DCMC

Providing 40 hours of training to <u>every</u> employee will not b

Summary

Progress:

- The newly formed EDB is focusing senior leadership attention on civilian workforce development
- An expanded intern program will meet the Command's emerging need for hiring and training new personne
- Growth in available DAU quotas supports increased DAWIA certification among Command employees

Challenges:

- We must maintain accurate IDP records within the TA database to accurately plan and budget for training r
- Colleagues and supervisors must actively encourage a DCMC employees to pursue at least 40 hrs/yr of trair